

**For opportunities in RHODE ISLAND STATE GOVERNMENT**

<b>DESCRIPTION OF POSITION</b>	<p><b>POSITION:</b> Clerk Secretary <b>CLASSIFICATION CODE:</b> 2442200</p> <p><b>SALARY/PAY GRADE:</b> \$30,444.00 - \$33,180.00 316A <b>REFERENCE POSITION NO:</b> 01072-10000-03363</p> <p><b>DIVION/SECTION/UNIT:</b> Hospital and Comm Rehab Services <b>APPLICATION PERIOD:</b> 2/1/2006 - 2/8/2006</p> <p><b>DEPARTMENT OR AGENCY:</b> MHRH <b>APPLICATION GRACE DATE:</b> 2/13/2006 11:00 AM</p> <p><b>ASSIGNMENT(S) / COMMENTS:</b> N/A</p> <p><b>SHIFT AND DAYS:</b> First <b>JOB LOCATION:</b> Eleanor Slater Hospital - Cranston</p> <p><b>RESTRICTIONS/LIMITATIONS:</b> Pending future examination. 40 WPM net - 5 minutes</p> <p><b>POSITION COVERED BY COLLECTIVE BARGAINING UNION AGREEMENT</b> YES <u>xxx</u> NO <u>    </u></p> <p><b>NAME OF BARGINING UNIT UNION:</b> Local 1350, Council 94</p> <p><b>THERE IS A CIVIL SERVICE LIST FOR THIS POSITION</b> YES <u>    </u> NO <u>xxx</u></p> <p>See instructions "A" and/or "B" in the section below for specific instructions if this job has a civil service list</p>								
<b>GENERAL INFORMATION</b>	<p><b>INSTRUCTIONS:</b></p> <p><b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please submit a completed CS-14 Application Form and the RIEEO 378 Affirmative Action Card.  <b>Your Application MUST contain the following information:</b></p> <table border="0"> <tr> <td>1. The Title of the Position for which you are applying</td> <td>5. The Date that you entered State Service</td> </tr> <tr> <td>2. The Reference Position Number of this notice</td> <td>6. The Name of the Department where you are currently employed</td> </tr> <tr> <td>3. The Title of your current position</td> <td>7. Your Business telephone number</td> </tr> <tr> <td>4. The Date that you entered your current position</td> <td>8. Your Present Union affiliation ***</td> </tr> </table> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract</p> <p><b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b></p> <p>If indicated above that <b>no civil service list</b> exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p><b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b></p> <ul style="list-style-type: none"> <li><b>Reasonable Accommodation</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a Reasonable Accommodation, then the individual shall not be considered unqualified for the position.</li> <li><b>Medical information</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	1. The Title of the Position for which you are applying	5. The Date that you entered State Service	2. The Reference Position Number of this notice	6. The Name of the Department where you are currently employed	3. The Title of your current position	7. Your Business telephone number	4. The Date that you entered your current position	8. Your Present Union affiliation ***
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<b>STATEMENT OF DUTIES</b>	<p><b>DUTIES / RESPONSIBILITIES:</b> Serve as private secretary for Forensic Service of the Eleanor Slater Hosp. Will report to the Director of Forensic Service. Handle all incoming requests (e.g. court orders, telephone calls) and process all related paperwork. Schedule all evaluations by working w/ the courts, attorneys, doctors, translators and other agencies. Transcribe reports, letters, and court documents. Electronically transmit and update all related documents. File all reports and correspondence, and update/rearrange files when needed. Obtain police reports and third party clinical information. Build relationships with police depts, court clerks, marshals, and staff of various legal offices. Be gatekeeper for all visitors. Familiarity with legal system would be helpful.</p>								
<b>MINIMUM EDUCATION &amp; EXPERIENCE</b>	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>  (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Such as may have been gained through graduation from a senior high school, including or supplemented by courses in typing, word processing and business practices; and Experience such as may have been gained through employment in a responsible secretarial position including difficult or complex clerical duties and the independent handling of important but minor administrative details. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. *NOTE: 40 net WPM - 5 minutes.</p>								
<b>WHERE TO APPLY</b>	<p>Apply within the application period as shown on this vacancy notice announcement. Bids submitted to the Hazard building will only be accepted between during normal office hours. This office does not assume responsibility for applications sent through the mail. Note: Some State union contracts allow a 3-day grace period for receipt of the CS-14 application or bid. <b>Please send Resume or CS-14 Application to:</b></p> <p>Gail Krikorian  Information Aide  Human Resource Management  P.O. Box 8293  Cranston, RI 02920</p> <p><b>TELEPHONE #</b> 401-462-1769  <b>FAX #</b> 401-462-6204  <b>TDD #</b>  (Telecommunication Device for the Deaf)</p> 								